

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**The Purchasing Process****Procedures**

1. Purchasing requests (requisitions) are created in the electronic accounting system at the school/department level.
 - α. A principal or the appropriate department head (non-school purchases) shall electronically approve requests for individual purchases of \$2,499.99 or less. Purchase orders shall be generated at the school or department level.
 - β. Individual requests for purchases totaling \$2,500.00 or more shall first be approved by the principal or appropriate department head followed by a final review and approval by the Assistant Superintendent for Finance. Purchase orders shall be generated by the Buyer.
2. Blanket Purchase Orders. All blanket purchase orders shall be generated by the Buyer at the Central Office level. Schools and departments may not generate blanket purchase orders.
3. Modifications and Cancellations. All modifications and cancellations shall be processed at the central office level.

Approved by Superintendent: January 22, 1991
Revised by Superintendent: July 21, 1998
Revised by Superintendent: May 27, 2003